

## Working with Me

A Successful and Productive Organizing Experience!

Time!

First and foremost is a mutual respect and trust that must be earned on both sides of the relationship. In the beginning is time! In all things, it is important for me to respect your time and likewise for you to respect mine. Whether on the phone or keeping meetings and work dates, we must begin and continue with the understanding that we are both professionals in our respective lives and time is the one precious commodity that neither of us can afford to waste.

You will find that my rates are very competitive and the value I deliver is top notch. I do not require hefty deposits or retainers. I am very flexible in working with your schedule and will accommodate 'chunks of time' that work best for you--including evenings and weekends. In exchange, I simply ask that you keep the work appointments that we make. If you need to cancel or reschedule, I ask for 72 hours or 3 days notice to reschedule the time so that my productivity and income does not suffer. (For example, a Monday morning call to reschedule a Thursday morning appointment.) If this is not possible, I bill 50% of the scheduled work effort. This is the only contractual commitment I ask you to make. This helps keep my rates very competitive, the quality of my work extremely high and your satisfaction exceeded beyond expectation.

Now Serving...

I live in the Mid-Peninsula and consider you to be local if you live in the general San Francisco Bay Area (from Marin to San Jose to East Bay). However, I will absolutely travel greater distances as desired. I've worked in Sacramento, Stockton and Monterey. For local SF Bay Area clients, while I do not have any time minimums, I recommend 3-4 hour work sessions. This seems to be a comfortable work session for most clients and helps prevent fatigue.

For longer distance clients, I recommend planning for full days--8 hours or more. Realistically, 10-12 hour days with a couple of brief breaks and a lunch hour allow for getting the bigger jobs done ASAP. Usually, these situations will last at least 2 days, with early morning through early evening hours, in which case I will stay at an inexpensive motel. I do require reasonable travel time and expense reimbursement--but my needs are modest.

Let's get acquainted!

I need to know as much about you as possible before we start the project. Most projects require me to have a good understanding of your situation and what is comfortable and appropriate for you. I'll want to know about you and your family. I will also be happy to answer any questions you may have about mine, too. I've already put a fair amount of my personal background on my About Me page. The better my understanding of your wants, needs and desires and matching that to your lifestyle and habits, the more effective I'll be and the happier you'll be with the results.

Payment \$

Rates: My regular rate is a competitive \$50 per hour. This gives you great value for your investment in organizing. I do not require upfront retainers or deposits, only adherence to the cancellation policy (above). Phone consultations are free. On-site assessments are at the \$50 per hour rate. I provide you with an action plan following that meeting. Assessments typically take from one to three hours, depending on the scope of the project. Action plans are generally delivered to you within 3-5 business days or prior to the start of the project.

Payment per Session: I request to be paid per completion of each work session. This keeps the working relationship and project movement completely current and eliminates any imbalances of unpaid work or non-worked time. I also request payment in the form of either cash or check made payable to Quickstep Organizing. Invoices are available upon request. Credit cards accepted.

Billed Time--Arrival to Departure, including on-site meals:

My paid time is upon arrival through time of departure and includes on-site meal time in that I'm continuously on-call during meals because I am on-site or engaged in client consultation during meal times. Off-site meal times are off the clock.

Expense Reimbursement: I require reimbursement for additional expenses for hauling materials to the dump, retail purchases for materials used exclusively for a project as well as paid time for shopping exclusively for a client by agreement.

Before & After Pictures

Optionally, with your permission, I would like to take before and after pictures that will be posted on my website. No photos will reveal any confidential client information or identity. Pictures are available via email to a client upon request. Once posted on the site, you may request any photos be removed for any reason. Your follow-up, should you choose to accept, is to submit a testimonial about our work experience on my site--hopefully to encourage others to 'Get Organized with Declan!'